



EMPLOYMENT OPPORTUNITY

Volunteer Coordinator (Part-time)

RECRUITMENT NUMBER: 05-354

276 FOURTH AVENUE
CHULA VISTA, CA 91910

SALARY: \$16.19 - \$19.67 / HOURLY
FILING DEADLINE: 5 PM, WEDNESDAY, SEPTEMBER 7, 2005

POSITION SUMMARY

This grant-funded 16-20 hour per week part-time position will be assigned to the Norman Park Senior Center and will manage the Life Options program and recruit volunteers for numerous community wide volunteer and stipend positions. This position supervises an annex and its volunteers, performs outreach in the community, solicits support from agencies and businesses and supervises the Life Options website. This position only has retirement benefits. This position may be required to work some evening and weekend hours. This classification will be given a 3% cost of living adjustment (COLA) in January 2006.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Develop, implement, and maintain an on-going plan for recruitment, placement, and retention of volunteers; screen applications and interview prospective volunteers; make public presentations to community and service organizations; conduct orientations informing volunteers of basic program or department services, policies and procedures, and safety guidelines; assess volunteers' skills to correspond with the needs of the program or department; coordinate with staff to determine assignments for volunteers; monitor daily workforce levels by contacting replacements in case of illness or absence; maintain appropriate volunteer records including schedules and daily attendance using a computer; compile monthly, quarterly, and annual volunteer hour reports; research and monitor volunteerism trends; oversee volunteers' assignments; assist in resolving performance issues; interact with the public and respond to inquiries, both verbal and written; coordinate recognition events and appropriate incentives for volunteers; maintain communication with the city wide volunteer coordinator; perform other related duties as assigned

MINIMUM QUALIFICATIONS

Education, Training and Experience: Equivalent to completion of an Associates Degree from an accredited community college with major course work in psychology, sociology or a related field and at least two years of extensive public contact with supervisory experience; supervision or management of volunteers desirable. **License:** Must have a valid California Driver's license. **Highly Desirable:** English/Spanish speaking skills.

Knowledge, Skills and Abilities: Knowledge of: Knowledge of principles and practices of recruiting and training of volunteers; principles of public relations and conflict resolution techniques; principles of public speaking; principles and practices of supervision; computer equipment and software applications related to assignment; principles of record keeping; English usage, spelling, grammar, and punctuation. Ability to: plan, coordinate, and evaluate the work of volunteers; analyze and problem-solve situations; speak effectively before individuals and groups; use computer equipment and software applications related to area of assignment; prepare periodic reports and other correspondence related to assignment; keep related records files; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; work a flexible schedule; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis sit at desk for long periods of time; moderate standing may be required in conducting orientation sessions. Intermittently twist and reach office equipment above and below shoulders; use telephone, write or use keyboard to communicate through written means; may lift up to 10 pounds. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application by **5:00 p.m., Wednesday, September 7, 2005**. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.